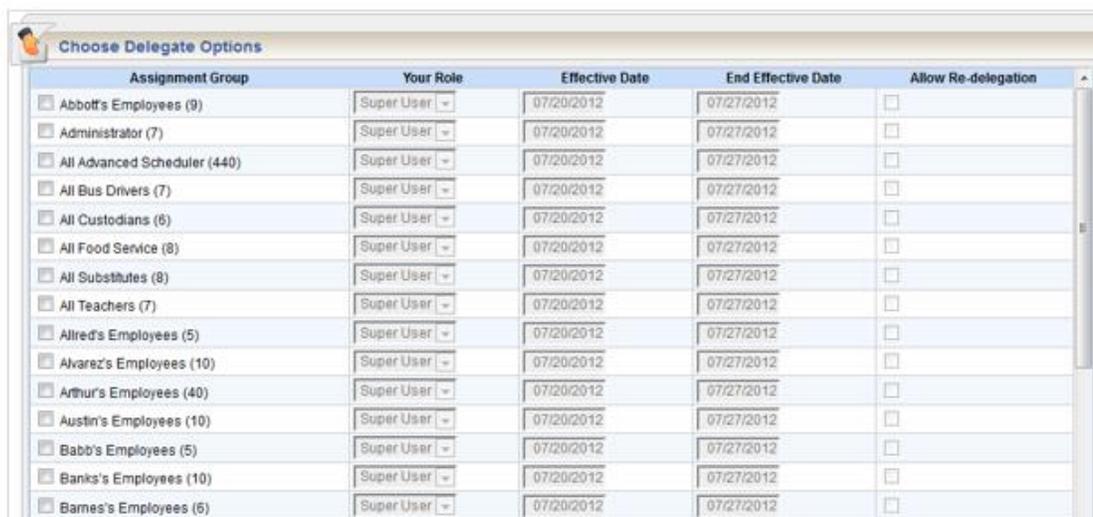


## Delegating Roles

1.	To Delegate a role Under <b>Manage Delegations</b> Select <b>Settings &gt; Manager Delegations</b> Click <b>Delegate Authority</b>
2.	The <b>Enter Search Criteria</b> window displays; perform a search for one or more assignment groups. You can enter a character string and/or the wildcard character (*) to retrieve a list of groups matching the characters you enter. Then click <b>Search</b>  

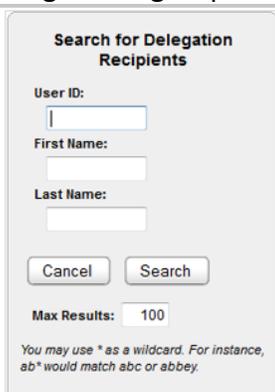
3. The **Choose Delegate Options** window displays listing the assignment groups matching your search, along with the roles granted for each group.  
For each assignment group being delegated, choose your delegation options.

- In the **Assignment Group** column, select the checkbox next to the assignment group name.
- In the **Your Role** column, use the drop-down menu to select the roles to be delegated for the assignment group.
- In the **Effective Date** and **End Effective Date** columns, enter the dates during which the assignment group roles will be delegated.
- Place a checkmark in the checkbox of the **Allow Re-delegation** column to enable the delegation recipient to delegate the assignment group to another user.



Assignment Group	Your Role	Effective Date	End Effective Date	Allow Re-delegation
<input type="checkbox"/> Abbott's Employees (9)	Super User	07/20/2012	07/27/2012	<input type="checkbox"/>
<input type="checkbox"/> Administrator (7)	Super User	07/20/2012	07/27/2012	<input type="checkbox"/>
<input type="checkbox"/> All Advanced Scheduler (440)	Super User	07/20/2012	07/27/2012	<input type="checkbox"/>
<input type="checkbox"/> All Bus Drivers (7)	Super User	07/20/2012	07/27/2012	<input type="checkbox"/>
<input type="checkbox"/> All Custodians (6)	Super User	07/20/2012	07/27/2012	<input type="checkbox"/>
<input type="checkbox"/> All Food Service (8)	Super User	07/20/2012	07/27/2012	<input type="checkbox"/>
<input type="checkbox"/> All Substitutes (8)	Super User	07/20/2012	07/27/2012	<input type="checkbox"/>
<input type="checkbox"/> All Teachers (7)	Super User	07/20/2012	07/27/2012	<input type="checkbox"/>
<input type="checkbox"/> Allred's Employees (5)	Super User	07/20/2012	07/27/2012	<input type="checkbox"/>
<input type="checkbox"/> Alvarez's Employees (10)	Super User	07/20/2012	07/27/2012	<input type="checkbox"/>
<input type="checkbox"/> Arthur's Employees (40)	Super User	07/20/2012	07/27/2012	<input type="checkbox"/>
<input type="checkbox"/> Austin's Employees (10)	Super User	07/20/2012	07/27/2012	<input type="checkbox"/>
<input type="checkbox"/> Babb's Employees (5)	Super User	07/20/2012	07/27/2012	<input type="checkbox"/>
<input type="checkbox"/> Banks's Employees (10)	Super User	07/20/2012	07/27/2012	<input type="checkbox"/>
<input type="checkbox"/> Barnes's Employees (5)	Super User	07/20/2012	07/27/2012	<input type="checkbox"/>

4. After choosing all your delegation options, click **Next** to display the **Search for Delegation Recipients** window for selecting the user who will be delegated that assignment group.



**Search for Delegation Recipients**

User ID:

First Name:

Last Name:

Max Results:

You may use \* as a wildcard. For instance, ab\* would match abc or abbey.

5. In the search window, enter your search criteria. You can also use a character string and/or the wildcard character (\*) to retrieve a list of users matching the characters you enter. If you are including a wildcard, use the **Max Results** field to limit the number of displayed records.



6. Click **Search**.  
 A window display with the results of the search.  
 From the list, select a user. You may only select one user.  
 Click Search. A confirmation message displays to indicate a successful delegation.

If any delegations fail, a status message displays listing the unsuccessful delegations and why the attempt failed. For example, a delegation could fail because the assignment group is currently delegated to the selected user.

For more information, please see the Employee Self-Service Assistance website:  
<http://www.employeeselfservice.omb.delaware.gov/> > **Services** > **eSTAR**